



# U.S. Small Business Administration

OMB No: 3245-0096  
Expiration Date: 10-31-2002

## NOMINATION FOR THE SMALL BUSINESS SUBCONTRACTOR OF THE YEAR AWARD

NAME AND ADDRESS OF SUBCONTRACTOR NOMINEE	NAME OF PRINCIPAL OFFICER OR OWNER
	TELEPHONE NUMBER
NAME AND ADDRESS OF NOMINATING PRIME CONTRACTOR	NAME OF EVALUATOR
	TELEPHONE NUMBER
	CODE: (A-K) SEQUENCE NO.: _____
CODE: (A-K) SEQUENCE NO.: _____	

### SECTION I - INSTRUCTIONS TO PRIME CONTRACTOR

- A. For each prime contractor plant location, select no more than two outstanding small firms who have demonstrated excellence in performing work under subcontract. Use separate forms for each.
- B. One small business nominee should be located within the SBA Region of the nominating prime contractor. The other small firm may be nominated providing the firm is located in another SBA Region.
- C. When in doubt regarding a firm's size, consult with your regional SBA office.
- D. In order to keep judging objective, please do not refer to any company names or identifiers in Section II through Section VI.
- E. List statistical data requested in Section II.
- F. Evaluate the small firm in each of the areas described in Sections III through VI using only the space provided in this form.
- G. Make remarks pertinent to each question and ensure that comments justify the evaluator's score. Leave judges' check boxes blank.
- H. Brochures or additional supplements or pages are not authorized. Supplemental data will result in disqualifying the small business nominee from further consideration.
- I. Mail all nomination forms directly to the SBA Regional Office serving the area in which your company is located.
- J. Do not nominate previous Regional winners if they have been winners within the last 5 years.
- K. Nomination by a prime contractor of a small business concern for consideration of this award is strictly voluntary.

### SECTION II - SUBCONTRACTOR STATISTICAL DATA

- A. Total number of years in business \_\_\_\_\_
- B. Total number of employees \_\_\_\_\_
- C. Current sales volume (latest 12 months) \_\_\_\_\_
- D. Percent of commercial sales (same period) \_\_\_\_\_
- E. Percent government sales (same period) \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

**F. Nominator's subcontracts with nominee (latest 12 months)**

1. Value of subcontracts
2. Number of subcontracts completed
3. Duration of most subcontracts
4. Number of items delivered, if applicable
5. Other descriptions of work that nominator considers applicable,  
e.g. various types of services

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**G. Type business (check one block only)**

- ☐ Manufacturer, electrical and/or mechanical assembly operations, fabrication capacity and test capability and produces finished products either to proprietary, military/space, or contractor drawings.
- ☐ Fabricator, one who is primarily a fabricator of tools, dies, fixtures, machine or sheet metal subassemblies or components made to contractor drawings or specifications.
- ☐ Processor, one who is primarily a processor of materials and performs anodizing, welding, brazing, heat treating, plating, or painting operations to contractor drawings or specifications.
- ☐ Distributor, one who is primarily a wholesaler, or jobber, and maintains an inventory of manufactured products of others for distribution.
- ☐ Services, one who performs either professional or nonprofessional services or provides items of software.
- ☐ Construction.
- ☐ Other, describe:

**H. Principal Products or Services:**

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**I. Brief/history/background of subcontractor nominee. USE PAGE 6 FOR ADDITIONAL REMARKS**

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**SECTION III - SUBCONTRACTOR ORGANIZATION**

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Evaluator  
ScoreJudges'  
Score

**A. Management - Assess subcontractor's ability to organize and utilize its own resources to ensure accomplishment of business objectives.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Superior				Excellent		Very Good		Satisfactory			

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**B. Financial Stamina and Controls - Evaluate subcontractor's financial condition, ability to assume financial risk, and determine the adequacy of his accounting system.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Superior				Excellent		Very Good		Satisfactory			

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**C. Labor Relations - Appraise management's employee relations, including equal employment opportunity compliance.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Superior				Excellent		Very Good		Satisfactory			

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**SECTION IV - SUBCONTRACTOR OPERATIONS**

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Evaluator  
ScoreJudges'  
Score

**A. Customer Interface - Assess subcontractor's ability to understand subcontractual work tasks, make timely progress reports, and evaluate his/her willingness to function as a member of the team.**

10	9	8	7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Superior				Excellent		Very Good		Satisfactory	

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**B. Technical Capabilities - Evaluate subcontractor's capability, ability to resolve complex problems, and identify any unusual expertise.**

10	9	8	7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Superior				Excellent		Very Good		Satisfactory	

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**C. Resource Utilization - Appraise subcontractor's use of capital assets, cash flow, and determine how effectively resources are employed.**

10	9	8	7	6	5	4	3	2	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Superior				Excellent		Very Good		Satisfactory	

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**SECTION V - SUBCONTRACTOR PERFORMANCE**

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Evaluator  
ScoreJudges'  
Score

**A. Cost Performance - Assess the competitive posture of the subcontractor from a pricing standpoint and determine its ability to control costs and yield profitable results.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Superior				Excellent		Very Good		Satisfactory			

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**B. Delivery Performance - Evaluate the subcontractor's delivery performance compared to contractual requirements.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Superior				Excellent		Very Good		Satisfactory			

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**C. Quality Performance - Appraise subcontractor's compliance with engineering specifications, test and inspection requirements and statement of work requirements; and ascertain the reliability of the subcontractor's product in an operating environment.**

10	9	8	7	6	5	4	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Superior				Excellent		Very Good		Satisfactory			

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**SECTION VI - SUMMARY**

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Evaluator  
ScoreJudges'  
Score

A. Overall Evaluation - Describe special achievements, exceptional results, or any significant aspect of this subcontractor's management, operation, or performance not mentioned elsewhere.

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☐☐☐☐

Superior

Excellent

Very Good

Satisfactory

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**ADDITIONAL REMARKS**

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PLEASE NOTE: The estimated burden hours for the completing this form is 4 hours per response. You are not required to respond to any collection of information unless it displays displays a current vaild OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St. S.W. Washington, D.C. 20416 and Desk Officer for the Small Business Administration, Office of Managment and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval (3245-0096) **PLEASE DO NOT SEND FORMS TO OMB.**